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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Marketing Service
Washington 25, D. C.

AMS INSTRUCTION No. 275-1

ACTION BY: Employees Having Security Clearance

★ AUG 13 1957 ★
U.S. DEPARTMENT OF AGRICULTURE
Security of Classified Material

I PURPOSE

The purpose of this Instruction is to (1) supplement the provisions of the USDA Records Security (RS) Regulations for safeguarding official material in the interest of national security, and (2) assign responsibility in AMS for certain of the functions described therein.

The issuance of this Instruction does not relieve any person of the responsibility of complying with any Federal statute dealing with the safeguarding of security information, or the RS Regulations.

II AUTHORITY

The RS Regulations, issued under authority of Executive Order 10501, govern the classification of certain official material and the handling of such classified material in the Department. Copies of the RS Regulations are provided to all employees having security clearance.

III DESIGNATION OF RECORDS SECURITY OFFICER FOR AMS

The Administrator has by name designated the Chief, Records and Communications Branch, Administrative Services Division, as the Records Security (RS) Officer for AMS.

IV RESPONSIBILITIES

A Employees.

1 The responsibility for the safeguarding of classified material shall rest with each employee of AMS who has occasion to come into possession of such material or has knowledge thereof.

2 All personnel in AMS handling or having access to classified material shall familiarize themselves with, and adhere to, the provisions of the RS Regulations.

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(IV)

B AMS Records Security Officer. The RS Officer is designated by the Administrator to safeguard classified security information originating in, sent by, or received in AMS Washington and field offices in accordance with the provisions of the RS Regulations. He is authorized to serve as AMS liaison officer on security matters with officials of the Department and other Federal agencies.

C Division Directors and Staff Officers. Each division director and staff officer shall:

- 1 Cooperate with the RS Officer in all phases of the security program, to ensure that the RS Regulations are enforced.
- 2 Familiarize himself with the RS Regulations.
- 3 Request security clearance for all employees who in the performance of their official duties shall handle or have access to classified material, and obtain security clearance before entrusting such employees with classified material, *-in accordance with AMS Instruction No. 364-1, Rev. 1, Personnel Security Program.-*
- 4 Keep to the absolute minimum the number of employees having access to classified material.
- 5 Make certain that each employee under his supervision having security clearance is fully acquainted with the requirements governing the maintenance and handling of classified material, and with his responsibility for its protection.
- 6 Determine, by consultation with the RS Officer, the degree of clearance held by any individual, whether employed by AMS, another bureau or office of the Department, another Federal agency, or anyone outside the Government, before discussing with him or otherwise revealing to him any classified material or information.
- 7 Obtain necessary storage equipment and locking devices for the safekeeping of classified material through the RS Officer.
- 8 Permit no reproduction of classified material without prior clearance through the RS Officer, and keep such reproduced material to a minimum.
- 9 Notify the RS Officer when the room location of any security file cabinet is changed.

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10 Notify the RS Officer when an employee who has been entrusted with the combination of a lock on a security file transfers to another office within AMS, or transfers from or leaves AMS.

11 Report to the RS Officer in writing any violations of security regulations or procedures.

12 Conduct an exit interview with each security cleared employee prior to his separation from AMS. *-If a personal interview is not feasible, the interview may be in the form of a registered letter to the employee (return receipt requested). (Exception: No exit interview is required when an AMS employee transfers to another office within the Department and retains security clearance in his new assignment.) The division director or staff officer conducting the interview or preparing the letter shall:

a Impress upon the employee his obligation for maintaining the security of classified information acquired during his service, and bring to his attention the applicable statutory requirements.

b Send a copy of a transcript of the interview (or the letter) to the RS Officer, and a copy to the Director of the AMS Personnel Division with the return receipt.--*

V CLASSIFICATION OF SECURITY MATERIAL

A Authority to Classify. Only the Secretary of Agriculture, without delegation, is authorized to classify documents in the three categories listed in the RS Regulations; that is, Top Secret, Secret, and Confidential.

B Procedure for Requesting Classifications. All requests to classify material originating in AMS shall be prepared and transmitted to the RS Officer in accordance with Section 4 of the RS Regulations.

C Letters. Letters meriting classification shall be classified at least as high as their classified enclosures. However, when letters do not in themselves contain classified information but merely reply or refer to classified documents, they may be stamped as follows:

"If this letter is separated from its classified enclosure, it is automatically declassified."

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This will permit of treating such a letter as a nonsecurity item if it becomes separated from its enclosure.

VI ACCOUNTABILITY REGISTERS

A The RS Officer is responsible for maintaining a record of all incoming and outgoing Top Secret and Secret material. The receiving office is responsible for notifying the RS Officer immediately upon receipt of material of these classifications, and for advising him of the nature of the material, the date it is received, and the date it is released.

B Following is a guide to be used for recording classified material:

1 Top Secret. The first receiving office shall attach a cover sheet (to remain permanently attached) to the outside front cover of all Top Secret material. These cover sheets (supplies of which may be obtained through the RS Officer) shall be signed by each individual receiving or reading the material, and shall indicate the time the material is received and the time it is released. When material is to be sent outside AMS, a photocopy of the cover sheet shall be made for and retained in the appropriate AMS security file.

2 Secret. No record shall be kept of internal movements in AMS of Secret material.

3 Confidential. No record shall be kept of Confidential material.

VII SPECIAL RESTRICTION ON DISSEMINATION OF TOP SECRET MATERIAL

Special precautions shall be taken at all times to limit to the absolute minimum the dissemination of Top Secret material. Only that portion of Top Secret material which is necessary to the proper planning and sound action of an organizational unit or individual shall be released to such source.

VIII TRANSMITTAL OF CLASSIFIED MATERIAL

Classified security material shall be transmitted only under the conditions and through the channels indicated on the chart headed "Transmittal of Classified Material," which is attached hereto as Exhibit A.

IX CUSTODY AND SAFEKEEPING OF CLASSIFIED MATERIAL

The major requirements for the custody and safekeeping of classified material are indicated, for ready reference, on the lower portion of Exhibit A, attached hereto.



Henry G. Herrell
Assistant Administrator for Management

Attachment

TRANSMITTAL OF CLASSIFIED MATERIAL*

TOP SECRET				SECRET				CONFIDENTIAL			
Via	Cover	Receipt	Via	Cover	Receipt	Via	Cover	Receipt	Via	Cover	Receipt
Hand 1/ delivery	Sealed double 2/ envelope	Yes	Hand 1/ delivery	Sealed double 2/ envelope	Yes	Hand 1/ delivery	Sealed double 2/ envelope	Yes	Hand 1/ delivery	Sealed double 2/ envelope	If deemed necessary
Classified Top Secret Employee	Sealed double 2/ envelope	Yes	Classified Messenger	Sealed double 2/ envelope	Yes	Classified Messenger	Sealed double 2/ envelope	Yes	Classified Messenger	Sealed double 2/ envelope	If deemed necessary
NEVER SEND BY MAIL				Registered U. S. Mail 2/ 4/ envelope	Yes	Registered U. S. Mail 2/ 4/ envelope	Sealed double 2/ envelope	Yes	Registered U. S. Mail 2/ 4/ envelope	Sealed double 2/ envelope	If deemed necessary

1/ Delivery by hand of the authorized custodian or security cleared member of his staff.

2/ Inner envelope should bear name, title, full address of addressee, and the security classification. Outer envelope should bear name and address of addressee and sender's return address, but NOT the security classification.

3/ Classified material should never be sent via the postal system of a foreign country.
4/ Return postage receipt requested.

* Each transmittal of Top Secret and Secret material must be cleared through accountability records of RS Officer.

CUSTODY AND SAFEKEEPING OF CLASSIFIED MATERIAL*

TOP SECRET				SECRET AND CONFIDENTIAL			
STORAGE	Authority to Take Papers	Out of Building	Storage	Authority to Take Papers	Out of Building	Storage	Authority to Take Papers
In safes or metal file cabinets equipped with built-in combination locks	Need written approval from Administrator, via Records Security Officer	Need written approval from Administrator, via Records Security Officer	Metal file cabinet equipped with steel lockbar and 3-way combination lock	Need written approval from Administrator, via Records Security Officer	Need written approval from Administrator, via Records Security Officer	Metal file cabinet equipped with steel lockbar and 3-way combination lock	Need written approval from Administrator, via Records Security Officer

* The possession or knowledge of classified information is confined to only persons whose specific official duties require such information and who have security clearance to the level of the material. An individual is not authorized to gain knowledge of classified information by virtue of his grade or position.

NOTE: For additional information, see USDA Records Security Regulations, or call AMS Records Security Officer.

